

**City of Columbus, Mayor's Office of Education
2006 Application for Funding of After-School Programs
General Fund**

INSTRUCTION PAGE

Please use the following instructions when completing the enclosed request for proposals.

Proposals will be received by the Mayor's Office of Education, 90 West Broad Street, Room #108, Columbus, Ohio 43215 until **5:00 p.m.** local time on **Friday, May 19, 2006** for the provision of comprehensive after-school programs for students K-8 beginning **August 1, 2006 thru December 31, 2006**, with the potential for continued funding from February 1 - June 30, 2007. **Special emphasis**, (though not exclusively) **will be placed on programs that focus on middle school-aged students.**

All completed General Fund applications should include:

- ❖ Application Cover Page
- ❖ Application Narrative
- ❖ Expense and Revenue Budget for FY 2006 August 1, 2006 –December 31 , 2006
- ❖ All items on applicant checklist
- ❖ **Please Note: All items in Section I must be fully completed when returned or be subject to immediate rejection.**

Time Table:

- ❖ April 28, 2006 – Public Notice Posted; Request for Proposals Mailed
- ❖ April 28, 2006 – Application forms available in the Mayor's Office of Education and on the website @ [www. columbus.gov/education](http://www.columbus.gov/education)
90 W. Broad Street, #108; (614) 645-0823.

MAY 5, 2006 @ 1-3 p.m. – Bidders conference for interested applicants will be held at the Columbus. Health Department 240 Parson Ave., Rm. 119 C

- ❖ May 19, 2006 – Deadline for Proposals
- ❖ May 31, 2006 – Preliminary Notification of Awards

All applicants must submit one (1) original and three (3) copies of the proposal. Proposals must be received by **5:00 p.m. on Friday, May 19, 2006** at the following address.

**Office of Education, Mayor's Office
90 W. Broad Street, Room108
Columbus, OH 43215**

**City of Columbus, Mayor's Office of Education
2006 Application for Funding of After-School Programs
General Fund**

**City of Columbus
Mayor's Office of Education
2006 Request for Funding Proposal Packet**

Applicant Checklist
(Do not return to City of Columbus)

- ❑ Review application to assure that all sections have been answered completely
- ❑ Check to assure that appropriate original signatures in blue ink have been entered and dated
- ❑ Check all figures for typing errors and to assure that all calculations are correct
- ❑ Include one copy of the agency's most recent fiscal audit
- ❑ Include copies of all contracts related to the proposed program
- ❑ Include copies of all job descriptions funded by this grant
- ❑ Number all pages of the grant application
- ❑ Include signed copies of Memorandum of Understanding for school based programs

General Fund 2006- Application Narrative

Please provide a brief description for the following:

SECTION I

ORGANIZATION CAPABILITIES AND QUALIFICATIONS

Organization

Legal Name (as it appears on your Internal Revenue Service tax-exempt letter)

Street Address:

City:

State:

Zip:

Telephone:

Fax:

E-Mail:

Primary Contact

Title:

Telephone:

E-Mail:

Mission

Briefly describe your organization, its mission, the community served and current objectives. In addition, please attach a copy of a brochure and/or another document describing your organization.

--

Board

Please provide the names of your board members. Use an asterisk (*) to indicate paid staff members.

Number of Board meetings held last year: Average number of members attending:

Documents

Please attach the following items:

- _____ A copy of your organization's most recent IRS tax determination letter.
- _____ A copy of your IRS Form 990
- _____ Your organization's informational brochure, newsletter, annual report and/or another document used to inform the public about your mission.
- _____ A copy of your organization's most recent board approved fiscal year budget.
- _____ A copy of your organization's most recent financial audit

REFERENCES

Provide a list of three (3) previously funded grants for which you have provided out-of school time and/or youth development services comparable to the size and magnitude of this project. Provide a description of the service performed, a contact name, address and phone number for each funder. Include any evaluations from past services performed of a similar nature. (These references will be checked)

1.

2.

3.

SECTION II. PROGRAM ELEMENTS

THIS SECTION MUST BE COMPLETED FOR EACH SITE FOR WHICH A PROPOSAL IS BEING SUBMITTED

A. Program Purpose (20 Points)

- a. Intent - Describe what is to be accomplished as a result of program.
- b. Program target – Describe who or what will change as a result of services
- c. Geographic focus - Describe the geographic area where desired change will take place.
- d. Success measures - Describe what measure of success will be achieved by program participants.
- e. Describe how an after-school program at this site aligns with the vision, mission, principles of progress and goals of ***The Columbus Covenant (See attached).***

Intent– Describe what is to be accomplished by the participant or what change that will occur as a result of the after school program.

Program target – Describe who or what will change as a result of the program. Include participant characteristics, e.g. age, gender, race, risk factors, needs, etc.

Geographic focus - Describe where the desired change will take place. Include information regarding neighborhood(s) the program will impact. Include zip code and specific locale information.

Success measure - Describe what benefit(s) or change will be achieved for children, families and the neighborhood. State outcomes related to predetermined targets, e.g., social outcomes, attendance, home work completion, grades, positive attachment to school, etc.

Describe how an after-school program at this site aligns with the vision, mission, principles of progress and goals of ***The Columbus Covenant (See attached).***

B. Program Objectives (35 Points)

- a. List the program objectives.
- b. What will the program do (activities) to accomplish the objective(s)? (Objectives must be specific, measurable and achievable).
- c. How will you be able to measure success?
- d. What are the critical success factors to accomplishing the objectives?
- e. What are the barriers that might keep the program from accomplishing the objectives?
- f. Provide a time line for accomplishing each objective(s). For each objective assign beginning, interim progress and end times.
- g. Identify individual(s) responsible for accomplishing each objective

Objective: (Please complete for each objective) (Additional Forms are Attached)					
Activities to Accomplish Objective	Critical Success Factors (What has to go well in order to achieve this objective)	Barriers to Accomplishing the Activity	Time frame for completing activity	Who is Responsible for completing Activity	How will you know objective has been accomplished?

B. Program Budget) (Complete the attached Budget Forms) (45 Points)

Provide this additional budget information in the box below:

- a. Provide a list of personnel to be assigned to this program and their qualifications.
- b. Identify the specific individual who will be responsible for direct program management.
- c. Identify the individual who will be the site director.
- c. Provide a list of sub-contractors, if any, who will be used in this program and their qualifications and program responsibilities.
- d. List amount, time period, and for what purpose this program will receive funds from other sources.

Provide a list of personnel to be assigned to this program and their qualifications.

Identify the specific individual who will be responsible for direct program management.

Identify the individual who will be the site director.

Provide a list of sub-contractors, if any, who will be used in this program and their qualifications and program responsibilities.

Since the Mayor's Office of Education does not fully fund programs, please identify source, amount, time period, and for what purpose this program will receive funds from other sources.

No agency executive and/or administrative staff is to receive more than 10 % of their personnel benefits, including salary and insurance, from City of Columbus funds.

Direct and in-direct costs associated with program, including professional services, travel expenses, space and rental costs, consumable supplies, leased or purchased equipment, and miscellaneous expenses must receive prior approval from the Office of Education.

D. Collaboration.

1. Describe the collaborations your organization will have with other organizations in the implementation and delivery of services to this program.
2. If this program is sited in a Columbus Public School building and/or another publicly or privately owned facility, please provide a signed statement of collaboration detailing roles and responsibilities of your organization, any other collaborative partners and the facility. All members of the collaboration must sign the statement. (Please use the Memorandum of Understanding attached)

Letters of Collaboration and Memoranda of Understanding MUST accompany the application.

Please attach the most recent copy your program evaluation as a part of this proposal.

Program objectives, identified barriers and other issues identified in the evaluation must be addressed in *Program Objectives and Intended Outcomes portions in Section II* on the previous pages.

SECTION IV. REVENUE & EXPENSE BUDGET

THIS SECTION MUST BE COMPLETED FOR EACH SITE FOR WHICH A PROPOSAL IS BEING SUBMITTED

From: **August 1, 2006**

(date)

To: **December 31, 2006**

(date)

	Total Site/Program Costs	Proposed City Contract Costs	Other Source of Funds (Name)	Amount of Other Source of Funds
I. Salaries and Wages				
II. Fringe Benefits				
III. Consultants and Professional Services				
IV. Travel				
V. Space Costs/Rentals				
VI. Program Supplies				
Academic/Literacy/Homework				
Enrichment/Cultural Programs				
Recreation & Social Development				
Nutritious Snacks				
Parent Involvement				
General Program Supplies				
Miscellaneous Expenses				
SUB- TOTAL PROGRAM SUPPLIES				
Leased Equipment				
Transportation				
TOTAL				

Federal ID#: _____

Fiscal Contact: _____

Address: _____

Telephone () _____

E-Mail: _____

Please Note: For some agencies, indirect costs will not be allowed without an Indirect Cost Allocation Plan. Indirect costs are costs that are incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

SALARIES AND WAGES

Staff Title or Position	Job Type*	Hourly Rate	Hours per Pay Period	Gross Wages Per Pay	# of Pay Periods	Total Agency Costs	Estimated Cost for This Program	Salary to be Funded by This Contract		# of Pay Periods	Total to be Funded by This Contract
								(Per Pay)	=		
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
			X	=	X	=			X	=	
					Total Est. Cost for Program		\$0	Total Funded by this Contract			\$0

* Admin. = Administrative Staff
 Serv. = Direct Service Staff
 PT = Part-Time/Intermittent Staff

NOTE: Please attach copies of basic credentials, job description and employee's name for each position.

II. FRINGE BENEFITS

	Applicable Wages	% or Rate	Total Agency Costs	Cost Allocated to this Program	Costs to be Funded Under this Contract
FICA			\$0		
Workers' Compensation			\$0		
Unemployment Insurance			\$0		
Life Insurance			\$0		
Health Insurance			\$0		
Other (specify)			\$0		
Other (specify)			\$0		
TOTAL:				\$0	\$0

III. CONSULTANTS AND PROFESSIONAL SERVICES

Consultant and/or Services Provided	Cost or Hourly Rate Per	Number of Pay Periods	Total Program Consultant Costs	Cost to be Funded by City Contract
TOTAL			\$0	\$0

NOTE: A copy of all subcontracts must be submitted to the City of Columbus.

IV. TRAVEL EXPENSES

	Total Program Travel Costs	Travel Costs Funded by this Contract
Conference		
Registration Fees		
Out-of-Town Travel		
Other (Specify)		
TOTAL	\$0	\$0

NOTE: All travel and conference expenses must have prior written approval of the City of Columbus.

V. SPACE AND RENTAL COSTS

	Total Agency Costs	Costs Allocated to this Program	Cost to be Funded by this Contract
A. RENT			
Space: _____ sq. ft. X \$ _____ per Lease Holder or Mortgage holder Rate per Month _____			
B. UTILITIES			
Gas, Electric, Water & Sewage			
Telephone			
Other (Specify)			

Subtotal	\$0	\$0	\$0
C. BUILDING MAINTENANCE			
Trash Handling			
Other (Specify) Custodial			

Security			
Subtotal	\$0	\$0	\$0
D. OTHER (Specify)			
Insurance			

Subtotal	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0
NOTE: No Capital Improvements Permitted			

VI. PROGRAM SUPPLIES

Office			
Other (Specify)			
Academic/Literacy/Homework			
Enrichment/Cultural Programs			
Recreation & Social Development			
Nutritious Snacks			
Parent Involvement			
General Program Supplies			
TOTAL	\$0	\$0	\$0

VII. LEASED AND RENTED EQUIPMENT

Description of Item and Model Number	Total Program Equipment Costs	Funded by this Contract
TOTAL	\$0	\$0

NOTE: If equipment expenses are proposed, please attach a narrative detailing the need for each piece of equipment.

VIII. MISCELLANEOUS EXPENSES

	Total Program Equipment Costs	Funded by this Contract
Photocopying		
Postage		
Printing		
Employment Ads		
Bank Charges		
Other (Specify)		
TOTAL	\$0	\$0

THIS PROPOSED BUDGET IS APPROVED BY:

Chief Executive of Agency

Date

Chief Executive of Board

Date

OTHER AGENCY FUNDING SOURCES
(for this program only)

Agency Name:

Project/Program:

Project/Program Administrator:

(Name)

(Phone)

Name of Funding Source	Actual 2006	Project 2007	From	To

Program Income	Actual 2006	Project 2007

Columbus Covenant

Vision:

To be the best city in the nation in which to live, work, and raise a family.

Mission:

To provide leadership that will inspire: high standards of excellence in the delivery of city services; a spirit of cooperation, pride and responsibility to achieve strong, safe and healthy neighborhoods; and, a shared economic prosperity and enhanced quality of life. We undertake this mission believing and knowing that we can make a difference for future generations.

Principles of Progress:

- Prepare our city for the next generation
- Promote a diverse and vibrant economy that offers everyone an opportunity to share in our prosperity
- Deliver measurable, quality public services and results to our residents
- Advance our neighborhoods
- Challenge ourselves to realize our city's promise and potential

Goals:

- **Customer Service:** provide quality and efficient service delivery to customers using “best practices”
- **Neighborhoods:** engage and promote strong, distinct, and vibrant neighborhoods
- **Safety:** enhance the delivery of safety services
- **Economic Development and Technology:** provide an atmosphere that promotes job creation and economic growth in existing and emerging industries
- **Education:** encourage and promote participation in learning opportunities
- **Downtown Development:** develop a vibrant and thriving downtown that is recognized as an asset for the region
- **Peak Performance:** invest in all city employees and develop systems that support a high-performing city government

Office of Education – City of Columbus
After School Organization – 2006-07 School agreement
After School Partnership

MEMORANDUM OF UNDERSTANDING

The _____ and _____
(After-school organization) (Name of school)

agree to assume and perform the following roles and responsibilities in the administration of the in-school, after-school program¹ during the _____ school year. The goal of this program is to provide an in-school after-school program of the highest quality for the participating students at this school up to 180 days per year from school dismissal to 6 P.M.

The MOU is composed of four sections:

- Joint Responsibilities of the After-school Organization (ASO) and the School
- Responsibilities of the After-school Organization
- Responsibilities of the School
- Term of program

Joint Responsibilities of the ASO and School

1. Evaluate contract periodically and at end of contract period to consider renewal, adjustments or other changes.
2. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, food, sports-related health exams, insurance, medical and other emergency procedures will be clearly posted and widely disseminated, and that they will conform to Board of Education and Health Department Standards.
3. Structure and facilitate meaningful communication between the school staff and the after-school program. Provide opportunities for school staff and after-school staff periodically to plan, coordinate, and integrate curricular areas with after-school activities.
4. Hold regularly scheduled meetings between the site supervisor and school principal, as well as other appropriate personnel, to discuss all issues pertaining to the after-school program. Issues would include, but not be limited to, staff performance, effectiveness of program features, student development, and other issues of program evaluation.
5. Develop mechanisms and opportunities to communicate on a regular basis with the Parent Teacher Student Organization and/or Parent Teacher Organization and the family members of the after-school students, including information regarding the after-school program that is accessible in a public space.¹
6. Establish protocols for emergency/crises situations during after-school program hours.
7. Refer student participants in the after-school program and disseminate procedural information widely.
8. Develop protocols for unscheduled school closure, i.e. emergency weather conditions, unsafe buildings, etc., late start, early dismissal.

¹ In-school, after-school programs are distinguished from regular school programs, which involve a teacher with pupils in a required learning situation during regular school hours.

¹ In-school, after-school programs are distinguished from regular school programs, which involve a teacher with pupils in a required learning situation during regular school hours.

Office of Education – City of Columbus
After School Organization – 2006-07 School agreement
After School Partnership

Responsibilities of the After-school Organization (Lead Agency)

1. Communicate and provide information to the school about the after-school program through scheduled meetings between the site supervisor and the school principal.
2. Recruit, hire and train all after-school program staff². The school principal should have input in the selection and evaluation of the site supervisor.
3. Manage the day-to-day operations of the after-school program and notify the school of any problems, issues, and concerns in a timely fashion.
4. Process a **Use of Building Application** for events conducted above and beyond routine after-school program hours, when that event is sponsored by a non-school or non-ASO organization.
5. Track student enrollment and attendance and provide that information to the school as requested by the principal.
6. Invite designated school staff to attend after-school staff meeting.
7. Attend school staff meeting as determined by the school principal.
8. Make staff available for in-service training throughout the school year and arrange for appropriate substitute coverage.
9. Work cooperatively with the research and evaluation component of the after-school program, including providing (program) and its subcontractors with all agreed-upon information.
10. Ensure the respectful treatment of school property, including replacing property damaged or destroyed by the students or staff of the after-school program, and keeping the spaces used by the after school program clean. Return classrooms and other school space used to pre-existing conditions, as much as possible. Equipment will be inventoried and labeled.
11. Ensure that all after-school program staff are cleared through background checks and fingerprinting.
12. Develop protocol for emergency notification of parents and/or guardians.
13. Establish procedures for the safekeeping and safe transport of children after program hours.
14. Ensure that there is at least one American Red Cross certified first aider (BFA) on-site during program hours.
15. Maintaining appropriate insurance coverage consistent with the requirements of the grant contract with Partnership.
16. Providing Partnership with all appropriate and requested financial information and reports in a timely fashion.

17. The ASO will abide by all regulations described in the CPS Policies and Regulations pertaining to use of Buildings.

² Partnership will provide technical assistance to the after-school organization to support staff recruitment and hiring efforts.

Office of Education – City of Columbus
After School Organization – 2006-07 School agreement
After School Partnership

18. Structure and facilitate meaningful communication between the school staff and the after-school program. Provide opportunities for school staff and after-school staff periodically to plan, coordinate, and integrate curricular areas with after-school activities.

Responsibilities of the School

1. Assure the availability of clean spaces for the after-school program in an adequate number of classrooms, as well as any other relevant space as agreed upon.
2. Supply adequate, appropriate and secure storage space for the after-school program's materials and equipment.
3. Provide the after-school site supervisor with workspace with unrestricted access to a telephone and other equipment mutually agreed upon and related to program administration.
4. Facilitate the provision of needed custodial and engineering services at no cost to the after-school program, including scheduling regular school custodial and engineering hours during the after-school period (as defined in this memorandum).
5. Work cooperatively with the research and evaluation component of the after-school program, including providing Partnership and its subcontractors with all agreed-upon information. This may include, but not be limited to, sharing school profiles and all relevant data available in the public domain. In addition, test scores, grades, attendance, etc. will be provided with full protection of the rights of the students and within the regulations of the school system.
6. Identify and organize appropriate after hours security for the after-school program.
7. Structure and facilitate meaningful communication between the school staff and the after-school program. Provide opportunities for school staff and after-school staff periodically to plan, coordinate, and integrate curricular areas with after-school activities.
8. Based on collaborative evaluation and problem solving occurring throughout the contract period and at the end of the contract period, recommend adjustments and/or renewal for the following year.

Office of Education – City of Columbus
After School Organization – 2006-07 School agreement
After School Partnership

Term of Program

1. The program will commence by at least the second week from the beginning of the school year and end by no earlier than one week prior to the last day of the school year.
2. The school may terminate the program at any time giving at least 30 days prior notice for and stating the following reason(s), but only after Partnership's and the after- school organization's receipt from the school district a warning in writing stating the reason(s) and condition(s) complained of and the after-school organization's failure to correct those condition(s) within **30** days after the after-school organization's receipt of such notice.
 - a. Excessive damage to building and grounds by participants of the program or program staff due to lack of appropriate supervision and the program's failure to repair such damage.
 - b) Moral misconduct by program staff materially adversely affecting the Columbus Public Schools.
 - c) The program's failure to discipline program staff for infractions, to at least the same extent that the Columbus Public Schools would discipline its own personnel for the same infractions.
 - d) The program's failure to comply with applicable legal licensure mandates.
 - e) The program's failure to conduct background checks or its employ of known offenders.
 - e) The program's failure to comply with the following school policies:
 1. Controlled substances
 2. AIDS
 3. Lending of school-owned equipment or books
 4. Smoking
 5. Child abuse, physical and/or mental by program staff or volunteers.
3. If the school building is closed, the program shall cease in that building.
4. In addition to the above grounds, a program may be terminated if the ASO knowingly allows any of the prohibited activities described in Policies and Regulations Pertaining to the use of Public School Facilities (1999). **(CPS POLICIES)**

AFTER SCHOOL ORGANIZATION

EXECUTIVE/AUTHORIZED PERSON

DATE

NAME OF SCHOOL

PRINCIPAL

DATE

NAME OF SCHOOL

HEAD CUSTODIAN

DATE

ATTACH A LIST OF PARTICIPATING PROVIDER ORGANIZATION'S CONTACT PERSON INCLUDING ADDRESS AND PHONE NUMBERS.

